



*Elmley Dray
School*

First Aid Policy

Introduction

Elmley Dray School staff are expected to use their best endeavours in the event of a first aid emergency. All staff within the school are trained in first aid in order to enable them to work one to one with learners - children and vulnerable adults (see Lone Working Policy).

First Aiders are responsible for:

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the School;
- Where necessary, ensuring that an ambulance or other professional medical help is called (via the Appointed Person);

Responsibility

The provision of first aid at the school is delegated by Elmley Dray School Director(s) to the Headteacher as First Aider and all other trained First Aiders. All teachers and teaching assistants have reference to First Aid responsibilities on their job descriptions.

Reporting accidents and record keeping

- All members of the school community should report any accident or incident, however minor, as soon as possible after it has occurred to the Headteacher. When an injured person is unable to complete their own details of the accident, then the First Aider and/or witness could do it on their behalf.
- Complete an accident report form AND enter the details in the accident book.
- Parents/carers must be telephoned on the same day and informed of the accident/incident.

Reports must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.

The Headteacher and Director should be informed about any incident if it is at all serious or particularly sensitive.

The Headteacher/Director must inform parents/carers when any learner requires hospital treatment.

If, as the result of an accident, an employee is taken to hospital, is unable to work or subsequently becomes absent from work, Elmley Dray School Director/s must be notified immediately.

Elmley Dray School Director/s must report all serious accidents to the HSE as required by RIDDOR.

In an emergency, the Headteacher must contact the learner's parents/carers and in the case of an emergency which involves employees, contact next of kin.

Version control - Approval and review

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	September 2024	Initial policy approved	Annually
1.1	Hayley Furnell	September 2025	Annual review	Annually



Hayley Furnell, Director,
on behalf of Elmley Dray School
Dated: September 2025
Next review: September 2026

First Aid Policy Appendix A : A basic aide memoire for dealing with first aid emergencies when on out of school activities/outdoors

Emergency ... Don't panic	Getting Help?
<p>Assess the situation for the safety of yourself and others. Assess the casualty, are they conscious, do they react to speaking, do they react to pain. Assess the casualty for physical damage</p> <p>Breathing: Are they breathing, do they need help to breathe? If so, tilt the head back, lift the chin, pinch the nose, cover the mouth area with yours and gently breathe in, look at the chest to check it rises and falls.</p> <p>Normal breathing rate is 12 - 18 per min adults 20 - 30</p> <p>learner Circulation: Check the pulse. If the heart has stopped, perform chest compressions. Adult normal pulse rate 50 80 per min learner pulse rate 80 - 100 per min.</p> <p>If both heart and breathing have ceased do 2 breaths per 15 chest compressions</p> <p>Damage: DO NO HARM apply care to physically damaged areas.</p> <p>Emotions: Look after the casualties, bystanders and your emotional needs.</p>	<p>Protect casualty and group from the environment, use shelters, spare clothing, insulation, possible food and drink.</p> <p>Should you move the casualty? Will it increase the chances of recovery Can you move them safely? Where is the best place and method to move the casualty? What is the likelihood of rescue? What are the risks and chances of going for help?</p> <p>Messengers/Appointed Persons should have: enough skill and equipment to look after themselves, have written info, describing the location and casualty's location, description of incident and time.</p> <p>Casualty name, age, next of kin</p> <p>Nature of injuries. Outline of action taken and first aid done Details of group, age, experience, number, equipment, morale.</p> <p>Suggestion of approach route.</p>
Physical Checks	Check and Record every 10 minutes
<p>Tell them your name and role; Tell them what you're doing; Check for meds, I.D Keep the casualty talking On spinal neck inspection move the casualty as little as possible</p> <p>Carefully physically check:</p> <ul style="list-style-type: none"> ● Head, neck, face, collar, ● Shoulders, arms ● Arm pits ● Hands ● Sternum ● Sides of chest ● Back, Abdomen, Pelvis ● Legs, feet, ankles ● Check skin, colour, temp (pink inside eyelid?) ● Check learners and reactivity 	<p>Eyes: open? open to speech?, open to pain?, no response?</p> <p>Movement: on command? response to pain?, no response?</p> <p>Speech: normal? confused?, inappropriate words?, none?.</p> <p>Pulse: beats per minute, strong? regular?, irregular?, bounds?.</p> <p>Breathing: breaths per minute? quiet?, noisy?, easy?, difficult?</p>

<ul style="list-style-type: none"> • Can they move? Fingers toes arms legs to support breaks <p>If safe airway position is needed, do not leave them unattended</p>	<p>RESCUE CALL OUT PROCEDURE. FIND A PHONE, DIAL 999 PASS ON INFORMATION AND YOUR LOCATION.</p> <p>Stay on the phone</p>
--	---

First Aid Policy Appendix B : Basic first aid equipment

The first aid medical cupboard is locked and kept in a cool, dry place out of the reach of learner.

The basic first aid kit

A basic first aid kit may contain:

- plasters in a variety of different sizes and shapes
- small, medium and large sterile gauze dressings
- at least two sterile eye dressings
- triangular bandages
- crêpe rolled bandages
- safety pins
- disposable sterile gloves
- tweezers
- scissors
- alcohol-free cleansing wipes
- sticky tape
- digital thermometer
- painkillers such as paracetamol (or infant paracetamol for learner), aspirin (not to be given to learner under 16), or ibuprofen (only to be administered with parental authority)
- distilled water for cleaning wounds
- eye wash and eye bath